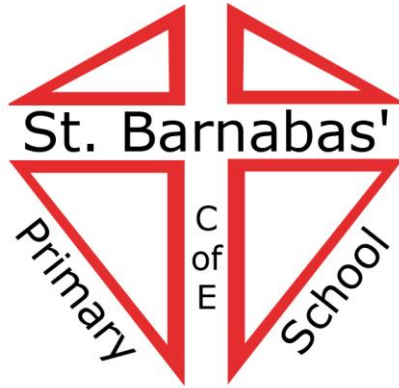


Heaton St. Barnabas' CE (V.A.) Primary School



Staff

Handbook

2016 /17

HEATON ST.BARNABAS CE PRIMARY SCHOOL

STAFF HANDBOOK

CONTENTS:

SECTION	
1	Staff Code of Conduct
2	School Staff & Governors
3	The Effective School Environment
4	General Information
5	Policy for Staff Leave of Absence
6	Staff Sickness Procedures
7	List of Key Policies

This Code of Conduct relates to conduct both inside and outside of school and via any external media i.e. social networking sites, mobile phones or any other media.

All Staff at Heaton St.Barnabas' CE Primary School are expected to work within these parameters to maintain and uphold our high expectations.

Staff who choose not to work within these guidelines may be subject to disciplinary procedures as described in the Governors Discipline and Grievance Policy.

When dealing with colleagues we:

- Treat each other with courtesy, respect and trust, not making derogatory or hurtful remarks
- Promote a positive approach to working as a team.
- Listen to and enable all staff to have a voice.
- Try to keep a sense of perspective and understand differing viewpoints.
- Make every effort to be flexible and accepting of change
- Work together in the best interests of the whole school to solve problems.
- Share ideas and resources which may help colleagues and pupils maintain our high standards
- Maintain self control in potentially difficult situations.
- Respect confidentiality.
- Respect and value the diversity of views and all backgrounds represented.
- Value the differing talents of others and use these for the good of the whole school.
In doing so, value and respect colleagues as fellow professionals.
- Seek a solution rather than apportion blame.
- Avoid personal disputes settling conflict immediately and in a calm and rational manner
- Do not question decision making in the public domain but speak to SMT in private
- Ensure our actions take account of and support the roles and responsibilities of others

When dealing with children we:

- Promote an atmosphere of trust in a safe environment.
- Show a genuine interest in them.
- Respect and treat them as individuals.
- Expect them to treat all others with respect – peers and adults alike.
- Model and constantly show our high expectations.
- Motivate and inspire at every opportunity
- Address children appropriately using their agreed names.
- Celebrate their success
- Encourage, praise and support.
- Work with them to maximise their learning potential.
- Treat them appropriately for their age and their needs.
- Listen to what they say and be sensitive to their needs
- Endeavour to remain calm in potentially difficult situations.

When dealing with parents we:

- Take time to listen to them with respect and confidentiality.
- Respect that parents and carers may come from different backgrounds.
- Remain calm and display empathy.
- Are pro-active in involving them where appropriate and
- Show appreciation when volunteering their help
- Are realistic and honest in our communication.
- Remain professional and support our colleagues should the need arise
- Work together in the best interest of the child.
- Pass any concerns on as appropriate.
- Keep appropriate and accurate records where required

When talking about our school we:

- Emphasise the positive and acknowledge our position as ambassadors for the school
- Show loyalty to the school and its population
- Are sensitive to our audience.
- Support the agreed structures and policies and uphold its confidentiality
- Work for the good of all stakeholders and make every effort to see the wider school picture.

Senior Management Team

Diane Smith	Head Teacher
Anne Mason	PHASE 2 Deputy Head Teacher
Alison Wild	PHASE 3 Deputy Head Teacher
Laura Marshall	PHASE 1 EYFS Assistant Headteacher
Rehana Ibrahim	Assistant Headteacher SENCO
Judith Starkey	TLR Maths Leader
Sara Bakal	TLR English leader
Wasiq Suleman	Business Manager

Classroom Staff

Foundation Stage	
Laura Marshall	Foundation Stage Teacher / EYFS leader
Rosalyn Cawood	Foundation Stage Teacher
Penny Slater	EYP/Cover Supervisor
Louise Mawson	EYP/Cover Supervisor / First Aid
Rashida Khan	EYP (0.6)
Maria Horan	Teaching Assistant (0.8)
Nadia Ahmed	Teaching Assistant (1-1)
Sofia Ahmed	Teaching Assistant (1-1)
Year 1	
Sara Bakal	Teacher
Rebecca Gillard	Teacher
Hetal Patel	Teaching Assistant / First Aid
Kate Grundy	Cover Supervisor / Dance
Year 2	
Catherine Carter	Teacher
Joanne Day	Teacher
Sharon Watson	Teaching Assistant/Cover Supervisor
Glynis Cowman	Teaching Assistant
Mrs Kaur	Teaching Assistant (1-1)
Year 3	
Peter Collins	Teacher
Patrick Clark	Teacher
Raizwan Shah	Teaching Assistant (1-1)
Mrs Nazakat	Teaching Assistant
Sahmaira Akhtar	Teaching Assistant (1-1)
Year 4	
Paula Fernandez	Teacher
Aisha Haider (Maternity Cover)	Teacher (NQT)
Nahid Naser	Teaching Assistant (1-1)
Sheereen Butt	Teaching Assistant
June Flett	Teaching Assistant (0.5)
Year 5	
Laura Britchford	Teacher / Job Share / MFL & Music
Nicola Horsely	Teacher (0.8)

Yvonne Peacock	Teacher
Jane Allan	Teaching Assistant (1-1)
Zahida Naqvi	Teaching Assistant (1-1) / First Aid
Tahseen Akhtar	Teaching Assistant
Year 6	
Tracy White	Teacher
Rehana Ibrahim	Teacher / AHT Inclusion Manager
Tracy Bottomley	Teaching Assistant/ Cover Supervisor
Coach & Support Teacher	
Judith Starkey	TLR Maths/ Coach & Mentor
HLTA's	
Salma Seedat	Cover Phase 1/2 & Support Y2/3/4
Justine Hutchinson	Cover Phase 3 & Support Y5/6
Educational Support	
Jasmin Arif	Pastoral Care Manager
LeAnne Bartley	Parental Engagement Manager

Specialist Staff	
Kieran Chappell	ICT technician
Steve Dulson	ICT technician / Thursdays only
Adam Sanders	Sports UK Coach
Mary Hirst	School librarian (2hrs per wk)
<u>Admin Staff</u>	
Wasiq Suleman	Business Manager
Louise Koch-Osborne	Administrator
Julie Smith	Administrator
Hamaira Akhtar	Admin Assistant

Site & Domestic Staff

Francis Leone	Site Manager
Rab Bashir	Assistant Caretaker
Noreen Akhtar	Domestic Assistant
Ruth Matthews	Domestic Assistant
Shaheen Akhtar	Domestic Assistant
Haq Nawaz Bashir	Domestic Assistant
<u>Lunchtime Supervisors</u>	
Paveen Dost	Senior Lunchtime Supervisor (indoors)
Elizabeth Hellmich	Senior Lunchtime Supervisor – outdoors(First Aid)
Robina Khan	Lunchtime Supervisor
Faiza Sammar	Lunchtime Supervisor
Nighat Yaseen	Lunchtime Supervisor
Zabeen Akhtar	Lunchtime Supervisor
Jasmin Basher	Lunchtime Supervisor

Shazia Arshad	Lunchtime Supervisor
Nazia Bashir	Lunchtime Supervisor (First Aid)
Ruth Matthews	Lunchtime Supervisor
Rehana Ali	Lunchtime Supervisor
Robina Dost	Lunchtime Supervisor
Neelam Shah	Lunchtime Supervisor

School Governors

Name	Position held
Ian Grant	Chair of Governors & Foundation Governor
Trefor Howorth	Vice Chair & Foundation Governor
Diane Smith	Head Teacher (ex officio)
Sayma Mehboob	Parent Governor
Sammir Nasir	Parent Governor
Mohammed Ali	LA Governor
Jasmin Arif	Staff Governor
Alison Wild	Staff Observer
Anne Mason	Staff Observer
Mary Philips	Foundation Governor
Jamie Dow	Foundation Governor
Jackie Butler	Foundation Governor
John Butler	Foundation Governor
Elizabeth Fewkes	Foundation Governor
Sarah Edwards	Clerk to Governors

The Effective School Environment.

Heaton St.Barnabas' CE Primary School has identified the following features as being of paramount importance to the development of an effective school. We make these features central to our school organisation:

1. Professional Leadership.

The Head teacher is the professional leader of the school. She is responsible for ensuring the professional development of all members of staff in line with the school's Performance Management policy. However, as a professional organisation we believe that schools are most effective when the opinions and judgements of staff are valued and where there is a culture of shared responsibility for decision making.

2. Shared visions and goals.

Staff work together with a common sense of purpose and clear targets.

3. A learning environment.

The school provides a climate in which pupils are able and willing to learn. The atmosphere is orderly and purposeful, and the working environment is attractive.

4. Concentration on teaching and learning.

The school's activities have one central purpose - helping pupils to learn and to achieve to their best potential.

5. Explicit high expectations.

The school has high expectations of pupils' achievements and how they should behave. These are communicated clearly to all pupils. Lessons are intellectually challenging.

6. Positive reinforcement.

Discipline is clear and fair with a strong ethos of praise for things that are done well, as well as a structured approach towards disciplining inappropriate behaviour.

7. Monitoring progress

Systematic Monitoring & Evaluation of pupil achievement and school systems is central to the formation of 1 year and 3 year School Improvement Plans.

8. Pupil rights and responsibilities.

The school promotes pupils' self-esteem. It encourages them to take responsibility, particularly for their own work.

9. Purposeful teaching.

The quality of teaching is high, particularly because:

- lessons are efficiently organised;
- they have a clear purpose,
- they are well structured; and
- the teaching takes account of the fact that different pupils learn in different ways.

10. The learning organisation.

The school presents learning as something that is for both the staff and pupils in the school.

The school is committed to staff development for all members of staff and includes both school-based training and access to externally provided INSET.

11. Home School Partnership.

An official home - school agreement was formulated in 1998 and reflects the shared responsibility for children's learning. Relations between home and school are supportive and co-operative. Parents are actively encouraged to become involved in their children's work and in the life of the school.

12. School Council

Each class undertakes specific PSHCE related discussion activities. Each KS2 class elects a boy and girl representative to serve on the school council. This generally meets on a twice termly basis and is currently co-ordinated by the Mrs J.Starkey.

GENERAL INFORMATION

Arrangement of Classes.

At the present time there are 399 pupils in school, arranged in 14 classes. The pupils are aged between 4 - 11 years, comprising seven year groups which are termed, Reception and Years 1- 6.

All classes are of mixed ability, although ability groups for interventions in Literacy and Numeracy take place throughout KS2. To ensure the most appropriate levels of pupil progress, differentiation is central to the planning & teaching practice of every year group. There is a strong culture of inclusion within school. However, for certain activities, pupils with Special Educational Needs will be withdrawn from classes to work either independently or in small groups.

Each class has a specific room where the majority of teaching takes place, but there is also time-tabled access to communal areas such as the hall, dining-room, library, music, ALS, Multi-purpose, nurture and ICT rooms.

Registration.

Registers should be marked at the beginning of each session and sent to the office each morning by 8.50 a.m. Staff should note the following points:

- Parents are responsible for informing the school of any non-attendance on the first morning of absence. This is recorded in the absence register, kept in the office. Children should be marked absent if they are not present at registration. The absence will be authorised if a legitimate reason for absence is given, with written confirmation.
- Once registers are uploaded in the office pupils who are marked as absence are contacted by telephone by the School Parental Engagement Worker to investigate reason for absence.
- Children who are having difficulty coming or getting to school are collected by the pastoral care team to ensure no valuable school time is missed.
- Requests for time out of school to attend hospital appointments, dentist etc. should be made in writing in advance.
- Children who arrive late should report to the school office and are given a pink slip to take to class so that the teacher knows to make them as late.
- Children leaving during a school session will have their name entered in the school 'Early Leave of Absence Book' by the administrative staff. The person taking a child out of school must report to the school office and collect the child from there.

The School Day.

Key Stage 1

8.45 - 9.00	9.05 - 9.25	9.25 – 10.35	10.35 – 10.50	10.50 – 11.45	11.45 – 12.30	12.30 – 2.15	2.15 – 2.30	2.30 – 3.15
Registration & Early work	Collective worship	Teaching	Break	Teaching	Lunch	Teaching	Break	Teaching

Lower Key Stage 2

8.45 - 9.05	9.05 - 9.25	9.25 – 10.15	10.15 – 10.30	10.30 – 12.15	12.15 – 1.00	1.00 – 2.30	2.30 – 2.40	2.40 – 3.15
Registration & Early work	Collective worship	Teaching	Break	Teaching	Lunch	Teaching	Break	Teaching

Upper Key Stage 2

8.45 - 9.05	9.05 - 9.25	9.25 – 11.15	11.15 – 11.30	11.30 – 12.35	12.30 – 1.15	1.15 – 3.15
Registration & Early work	Collective worship	Teaching	Break	Teaching	Lunch	Teaching

Teaching is primarily organised around the delivery of the Maths and English with the other National Curriculum subjects in the afternoon or within the context of English lessons. Teaching generally takes place on a whole class basis following the recognised structure of the two strategies, using a combination of direct teaching, pupil participation in shared activities and independent work.

Planning of Events:

Activities and events are organised on an annual, half termly and weekly basis:

- The whole year calendar of events helps to ensure an even distribution of activities and workload on staff and includes projected use of directed time.
- Each Monday a diary board in the staffroom containing the week's events is shared amongst staff.
- Staff briefing every Monday morning from 8.15 – 8.35am to inform staff of upcoming events

Copies of the weekly events are displayed on the staff room notice board along with timetables for staff playtime supervision, classroom lessons and the use of communal areas.

Staff meetings:

Monday: Staff briefing 8.15 a.m. – 8.35 a.m.

Wednesday: Teaching Staff 3.30pm - 5.00pm

Thursday: Senior Management Team Meetings 9.30pm – 12.30pm/ eve when required

Educational Visits:

Every class participates in off-site educational visits. Staff are encouraged to plan visits at the start of the year, though some may become available later on. The following arrangements are in place to enable visits to take place:

- a) Mrs.Wild /DHT notified asap to check and arrange dates with venue with the trip leader& the office book transport
- b) Parents are notified via an individual class letter at least 2 (4 weeks for a residential) weeks before the visit takes place.
- c) A risk assessment for the visit will be presented to the Deputy Head Teacher 2 weeks before for checking/approval (4 weeks for residential)
- d) Parents are not be placed in the same group as their child when helping with educational visits.

Risk Assessments:

Risk assessments should be carried out:

- Whenever an off-site/educational visit is to take place as in c) above.
- Whenever local visits i.e. visits to Church/local community etc
- Short version whenever food tasting in school takes place – check for allergies
- Whenever a hazardous activity is to take place

The appropriate risk assessment form should be obtained from the Deputy Head Teacher and completed **before** the activity takes place.

Premises Health and Safety Risk Assessments are carried out by the Business Manager and Site Manager where appropriate and stored in the green Health & Safety manual in the office.

Parent Helpers:

It is school policy to encourage parental help in class. Teachers must inform the Head Teacher of all parent helpers and the days they are to be in school. Parents may not bring other children in with them. Refreshment facilities are available in the multi-purpose room. Parents are not permitted in the staffroom. Please note the following points:

- a) The teacher should organise the working space/materials/grouping for the helper in advance.
- b) Parents should not be placed in the same group as their child.
- c) Never discuss any child's progress, behaviour or personal information with parent helpers.
- d) Ensure that pupils stay on task and do not waste time.
- e) In line with school Safeguarding procedures, Parents should not be working alone with pupils.
- f) All Parents will be asked to complete a criminal records authorisation search form.

Parent/Teacher/Friends Association – Positive Parents

Staff are automatically members of the Association. Two members of Staff and the Head Teacher should attend each meeting. Meetings are usually held once or twice each term. Social and fund-raising events are held each term.

The support the Staff give helps to cement the Home/School relationship in a different context, as well as raising a lot of money to support our pupils' education.

Uniform

The Governors have introduced a Policy for School Uniform. The wearing of leisure clothing, such as jeans, leggings and sportswear, jewellery (apart from stud ear-rings) is not allowed.

The adults in school support the creation of a disciplined, working atmosphere by having a highly professional dress code, to set an example to the pupils. Staff are expected to wear appropriate clothing that is smart. No jeans, leggings or casual clothing unless non-uniform specific days. Trainers only to be used for PE lessons and changed afterwards.

HEALTH /SAFETY AND WELFARE:

First Aid.

The School's current and registered First Aid staff are Miss. Mawson, Ms Louise Koch Osborne, Ms J Smith, Mrs Arrowsmith, Mrs Patel, Mrs Naqvi, Mr Collins to whom serious accidents should be referred. Minor injuries should be treated Pastorally by the member of staff on duty. A First Aid rotas are located in the First Aid room, staffroom, kitchen, school office and in each classroom. More serious accidents requiring a doctor or the hospital must be reported to the Head Teacher. All accidents must be written in the First aid book also located in the First Aid room, and the top copy should be sent home to Parents.

Medicines will only be administered if parents have completed the appropriate school form giving full information and with the approval of the Head Teacher. All injuries should be treated seriously and an accident note sent home to parents, informing them of the incident.

All medicines will be kept in the designated medical cupboard in the school office at all times.

A list of children with health problems is kept at the back of each class register and is also displayed in the staffroom and in the office.

Safety:

- All Staff have a collective responsibility for ensuring the safe, sensible conduct of pupils and themselves whilst in school.
- Staff should use the attendance board located on the wall outside the main office to indicate if they are in/out
- Staff leaving the building via the front door must notify a member of the office staff if visitors to school pass them on the way in (i.e. they have not been officially let-in)
- Pupils are directed not to open the front door to anyone but to find a responsible adult instead.
- All visitors/contractors are to report to the office on arrival and departure.
- All electrical, gas, mechanical appliances and other equipment are checked at regular intervals by appropriate competent contractors. Anyone using equipment which is found to be faulty or dangerous, must report this to the Head. All faulty equipment/machinery will be taken out of service immediately. It is regretted that staff are not allowed to bring electrical items into school unless the item has satisfactorily completed an official electrical safety check within the last year.
- We have a NO SMOKING policy in school.
- For fire safety reasons, Staff are asked to ensure they indicate via the board located outside the office if they are in/out of the building.

Working at Heights and Manual Handling:

Staff must take responsibility for themselves and others around them and must not climb onto windowsills, worktops or desks to remove displays etc. Step ladders conforming to British Safety Standards are kept in the Art stockroom for this purpose. Staff should contact the Site Manager who has received the appropriate training for working at heights, should the need arise.

Heavy items must be lifted in the correct manner and the Site Manager, who has received the appropriate training for manual handling should be asked for assistance where needed.

Fire Evacuation Drills.

Regular fire evacuation drills enable all staff to be aware of their responsibilities and the procedure to be adopted in the event of a fire.

Fire drills are held at least once per term. The Site Manager will sound the fire alarm and classes must leave the building by the nearest fire exit. Class lines should be formed on the upper playground and

teachers must then call the register to ensure that all children are present and report to the designated fire marshal**

Fire Exit Doors.

All fire exit doors should be kept free of obstruction and should not be locked when the premises are occupied. Fire exits should be clearly marked with appropriate exit signs.

In The Event of a Fire.

All Staff must be made aware of the need to operate the nearest break glass fire alarm point immediately they discover a fire.

In the event of a fire, no matter how small, the main responsibility is the safe evacuation of pupils, visitors and staff.

The general procedure in the event of a fire is:

- a) The fire alarm will sound immediately.
- b) All persons must leave the building by the nearest available exits to the designated assembly point. A roll call of pupils and staff should be made and reported to the designated fire marshal**
- c) As the premises fire alarm is directly linked to the Fire Service, emergency fire personnel will attend automatically.
- d) Under no circumstances should re-entry to the building take place until authorised by officers of the fire department.

** Fire Marshalls: All teachers and Site Staff

Adverse weather procedures (e.g.SNOW)

The Governors acknowledge it is their duty to ensure the smooth operation of the school timetable at all times. It is recognised however, that on occasion the normal day-to-day running of the school may be interrupted due to inclement weather conditions.

In circumstances such as these, the following procedures, which are in line with Local Authority policy, have been put into place to ensure the Health, Safety and well-being of all in our School Community:

1) Pre-notification and Information for Staff and Parents :

As the Autumn term progresses and/or the National Weather Centre predict deteriorating weather conditions for our region, Parents and Staff are reminded of School procedures via the 'Bad Weather Procedures' School Newsletter which is also placed on the School Website and Parent information window

2)Procedures in the event of the enforced school closure due to severe weather conditions:

Before a decision is made whether school should open or not (enforced closure), consideration will be given to:

- the distance that Staff have to travel;
 - road/traffic conditions and
 - local conditions for Staff who travel on foot.
- In addition, consideration will also be given to:
- the condition of the School Site and
 - surrounding area for Parents and Pupils who may have to travel on foot.

Once all of the above have been considered the following procedures will be put into place:

- a) The Head teacher will consult Chair of Governors, Site Manager, Business Manager and Deputy Head teachers.
- b) The Head teacher will make a decision based on the outcome of the above consultation and LA guidance bearing in mind the following options:
 - Closure for the full day
 - Closure at 12.00 noon and/or the arrangements for school dinners
 - Late opening eg 10am to allow time for Staff to arrive
 - Opening at 1pm for the afternoon session

- c) The Head teacher will inform Senior Management Team, Site Manager and Chair of Governors of final decision.
- d) The Head teacher will instruct the Business Manager to:
 - inform parents via the Parent Mail text system and
 - add the information to the school website & the BSO website
 - inform Staff via text using the automated mailing system and communicate Head Teacher's instructions regarding INSET activities for Staff and ask that time be spent preparing transport for the following day where appropriate.
- e) The Head teacher will inform Radio Leeds and Pulse using the relevant phone numbers and passwords.
- f) The Head teacher will ensure that should the school open the provision of Staffing in place is in accordance with Health and Safety legislation, bearing in mind pupil / teacher ratios, job descriptions and correct procedures for staff covering other classes, playtime arrangements, heating and lunchtime provision.

Procedures in the event that school should need to close early due to adverse weather (SNOW)

Should the weather deteriorate whilst school is in session, consideration will be made for staff and pupils who live in the outer districts and for those whose journey home could be considered hazardous.

Worsening weather and regard to local weather reports will be acted upon at the earliest opportunity along with consideration for the provision of the pupils at school.

Should the weather deteriorate rapidly, the Head teacher will consult with the Senior Management Team to reach a decision with regard to staff who are deemed 'at risk' whilst making their journey home.

In the event that a decision is taken to close early, the head teacher will:

- Consult the Chair of Governors
- instruct the Business Manager to inform Parents via the text message system.
Parents will be asked to collect their child at a designated time via their child's usual classroom door.
Pupils should be marked out of school by the member of staff designated to that class by using the emergency class list situated near the class exit door. In the event of an emergency evacuation, this list should be taken to the fire assembly point for an up-to-the-minute roll call.

WELFARE:

Staffroom:

Complimentary refreshment facilities are available in the staffroom along with a cold water dispenser. Staff are welcome to make themselves a drink and, for safety reasons, are asked not to take hot drinks to the classroom when children are present.

Cups should be returned to the staffroom and as a courtesy to all, should be washed up along with any crockery/utensils used and put away ready for the next person to use.

A fridge, toaster and microwave are also available for use.

Notice boards in the Staffroom contain:

- staff Code of Conduct
- Hall/dining room/DT room timetables
- playground duty rotas
- school term dates
- diary for the week
- management/worship diaries
- diary events for the term
- Health & Safety information
- Trade Union notices

there is also a whiteboard to leave impromptu messages for staff to read at break/lunch times.

The staffroom also contains:

- individual staff 'pigeon holes' in which post/personal communication is placed

- standard letters to Parents i.e. missing uniform etc
- achievement certificates for distribution at Special assembly
- a work station for staff use during PPA time
- book-rep sales – staff purchasing a book should leave their payment at the office.
- Lockers for personal belongings

Dining Room:

We are fortunate at school to have our school meals cooked fresh daily on the premises. The menu provided is nutritionally balanced and bespoke to our school having been devised by the SBM, School Meals Governor and the School Council. Staff are encouraged to join pupils in the dining room for lunch from time-to-time to share the 'dining experience'. Staff requiring a lunch should order and pay for one via the school kitchen.

Staff absence from school:

Please refer to the Staff sickness absence and Staff Leave of Absence Policies at the end of this handbook.

SCHOOL RULES AND GOOD BEHAVIOUR.

Good Standards of behaviour in the school community are essential for the school to be effective and for children's standards of achievement to rise. We use a restorative practise system to deal with behaviour in a calm and understanding way.

Discipline is a shared responsibility between all the adults and children in school. Children need to know the boundaries of acceptable behaviour, and, if they contravene them, the adults involved must deal with the bad behaviour firmly and at once. Staff should minimise the opportunities for bad behaviour by ensuring that children are supervised appropriately. They should provide a positive, caring atmosphere with a consistent, fair and firm application of school rules.

Our school VALUES are displayed around the school building and are as follows:
At Heaton St.Barnabas' CE Primary School, we are:

Respectful	to everyone, adults, children and property
Responsible	in my movement around school and with equipment
Honest	always telling the truth
Happiness	enjoying school and being happy
Kindness	in the way we speak and behave
Enthusiasm	in everything I do

REWARDS & SANCTIONS

The school has developed a comprehensive set of procedures for both rewarding positive and disciplining any negative behaviour. These are summarised below.

Mini certificates

Mini certificates are available to reward individual pupils and inform parents of minor achievements such as good spelling results, times tables etc.

Weekly certificates

Academic and behavioural achievement are all rewarded with individual pupil certificates. These certificates should be written and left on the Deputy Head teacher's desk by Monday lunchtime to ensure smooth delivery at our Achievement Assembly held each Tuesday/Wednesday morning.

Teachers should ensure they remind their pupils if they are to receive a certificate in order that Parents may attend the Achievement Assembly on the Tuesday/Wednesday.

Children should receive a certificate on average of one per half-term.

Green slips - are issued for good behaviour and attitude at lunchtime.

Red Slips – Are issued for persistent or serious behaviour and is passed on to the class teacher or SLT member and a sanction is given.

Green & Red Report Sheets.

The parents of children who seriously misbehave are issued with green or red report sheet informing them of their child's behaviour and the identified level of punishment.(Please see Discipline & Behaviour Policy)

SUPERVISION OF CHILDREN BEFORE AND AFTER SCHOOL.

Before School.

School doors will be opened at 8.35 a.m. to allow all children to enter school and be ready for registration at 8.45 a.m. prompt.

Children will be supervised by Staff from 8.35 a.m.

Provision should be made so that one member of staff is in the cloakroom to greet children and one in the classroom. Teaching Assistants and other members of the staff team should be used in one of these roles.

In the event of adverse weather conditions, parents are advised to time their arrival for before the cloakroom doors are closed.

After School.

School closes at 3.15 p.m. and children must not be allowed to leave the building before this time. This means that classes should not be allowed to leave even 1 or 2 minutes early.

The 'handing over' process is as follows and will change as children get older.

In Reception Class and KS1, children will be 'handed over' to the person collecting them. The children will not leave the school until a member of staff has identified the person who is collecting the child i.e. a Parent or designated adult. Pupils must not be handed over to a Sibling.

Older children will leave school at 3.15 p.m. from the playground with a member of staff present and as they become older will become more independent. However, they should be instructed to return to their teacher if the person collecting them is not there.

KEY POLICIES

In April 2011, the Equality Act 2010 came into force. This Act ensures discriminations (direct and indirect), harassment and victimisation are challenged to ensure equality. The Governors have written and reviewed School Policies in light of this Act to ensure the school is fulfilling its statutory duty.

The following list of Policies are available on the 'S' drive and School Website for your perusal. Staff are actively encouraged to consult these Policies to assist them with the smooth day-to-day running of the school:

CHILD PROTECTION AND SAFEGUARDING:

Child Protection Procedures Flowchart
Child Protection Policy
Safeguarding Policy

INFORMATION TECHNOLOGY

E-Safety Policy
Staff use of ICT Policy
Social Networking Policy

GENERAL POLICIES

Anti-Bullying Policy
Confidentiality Policy
Discipline and Behaviour Policy
First Aid Policy
Force and Restraint Policy
Health and Safety Policy
Staff/LA Confidentiality Reporting Code for Employees (Whistleblowing Policy)
Staff Appraisal policy